



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

**Arnold Schwarzenegger**, Governor

*WILLIAM P. WOOD*, California Corporations Commissioner

*SUNNE WRIGHT MCPEAK*, Agency Secretary

Release Date: February 23, 2005

**CLASSIFICATION:** **OFFICE SERVICES SUPERVISOR II**  
1 Position-Permanent/Full-Time-Los Angeles

**FINAL FILING DATE:** **UNTIL FILLED**

**SALARY:** \$2759 - \$3355

**POSITION LOCATION:** Business Operations & Program Support, 320 West 4<sup>th</sup> Street, Los Angeles

**DUTIES AND RESPONSIBILITIES** – Under the general direction of the Office Services Manager (located in Sacramento) the Office Services Supervisor II is responsible for providing supervision to staff within the Department's Los Angeles Program Support Section. The Program Support Section is responsible for entering information on securities and franchise filings into the Department's central databases; assembling file documents; maintaining central files; reception and public counter area. The incumbent will handle the most sensitive and/or complex issues brought forward by subordinate staff. Other duties may include corresponding to applicants to obtain corrections to their filings, and retrieving files for review by the public or other members of the Department.

**DESIRABLE QUALIFICATIONS:**

- Strong supervisory skills.
- Proficiency in training employees.
- Ability to plan and organize staff workload.
- Ability to work independently with minimal supervision.
- Service oriented with good interpersonal skills.
- Must provide courteous and reliable service.
- Good attendance record.
- Ability to communicate well both orally and in writing.
- Ability to develop and maintain a teamwork environment.

**WHO MAY APPLY** – EMPLOYEES CURRENTLY AT THE OFFICE SERVICES SUPERVISOR II LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS ARE ENCOURAGED TO APPLY. For further information regarding this position, please contact Marilyn Stevens at (916) 445-6273 or CALNET 8-485-6273. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification).

**SUBMIT APPLICATION AND RESUME TO:**

Department of Corporations  
Human Resources Office  
Attention: Kiley Hanchen (#04-OMB0039)  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 324-6271 or CALNET 8-454-6271

RPA #04-OMB0039 CA

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.